

ADMINISTRATIVE - INTERNAL USE ONLY

OTE 86-3503

29 MAY 1986

MEMORANDUM FOR: The Comptroller

FROM:

Director of Training and Education

SUBJECT: Intelligence Issues Course

1. The Intelligence Issues Course will have its pilot running 14-22 July 1986. The course is designed for Executive Secretaries from the Intelligence Community who have approximately 15 years' experience.

2. Knowing the distribution of monies within any organization is vital to understanding its primary interests and responsibilities. Your office oversees an increasingly difficult and complex system in this Agency, and we feel the Executive Secretary would benefit greatly from an overview of the Agency's budget.

3. We have arranged for the use of the DDI conference room, 7E32, on 22 July 1986. We would like your presentation to be from 1330 to 1500 hours, with 30 minutes or so of that time for questions from the participants.

4. Please telephone the Course Director, if you require further information or if there is any equipment you will need to assist in your presentation. We very much appreciate your taking the time to share your experience and knowledge with the participants of the Intelligence Issues Course.

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STB/SACTD/OTE [redacted] (27 May 1986)

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